

Health and Safety Executive		Sector Information Minute	
Commercial and Consumer Services, Transportation and Utilities Sector (CACTUS)		SIM 05/2004/04	
Cancellation Date	31/10/2005	Open Government Status	Fully Open
Version No & Date	1: 21/04/2004	Author Unit/Section	Entertainment Section

Target Audience:

FOD inspectors (Bands 1-4) with fairground responsibilities (excluding specialist inspectors)

NATIONAL FAIRGROUNDS INSPECTION TEAM (NFIT): WORK RECORDING 2004/05

This SIM provides inspectors involved with NFIT with information on work recording issues specific to fairground and amusement park work. It revises and replaces information previously available in SIM 5/2002/21 (rev), which should be destroyed.

INTRODUCTION

1 This SIM revises and replaces information previously published in SIM 5/2002/21 (rev) and provides clarification on several points of detail on work recording for NFIT members and their managers.

GENERAL

2 It is important that the activities of NFIT continue to be recorded accurately for a number of reasons including the need to account for the use of resources, to demonstrate that HSE is discharging its duties efficiently and effectively, to enable retrieval of information on our dealings with clients, intelligence gathering and sharing and to be able to provide an accurate report of NFIT activities to HSC in accordance with the HSC/E Review of Fairground Safety.

3 This SIM details the information that needs to be recorded on FOCUS to provide a consistent approach to the recording of information and the data quality standards expected.

FOCUS RECORDING

4 Inspectors should be mindful of the extant instructions on FOCUS recording, particularly with regard to the content and timeliness of entries - inspectors should have FOCUS entries completed within ten days of the contact.

5 A number of definitions are given at [Appendix 1](#) to assist with the completion of FOCUS records. [Appendix 2](#) gives guidance on ride names.

FIELD MANAGEMENT UNIT (FMU)

6 There is one national FMU for all NFIT members, FMU25 and this will continue for 2004/05. All regulatory inspectors carrying out significant fairgrounds work should record against this FMU number irrespective of whether or not the individual is a nominated

member of NFIT. This includes contact time, travel time and training specific to fairgrounds. Staff may need to be added to FMU25 as a field resource before they can record work.

REGULATORY SUPPORT

7 It is no longer necessary to record regulatory support activity/topic time.

CLIENT RECORDS

8 It is important to note that it is common for several individuals within a family to have identical or very similar names, particularly amongst travelling showmen. This can lead to confusion when searching FOCUS by name only. In order to accurately identify individuals, their Showmen's Guild of Great Britain (SGGB) number should be recorded in the Also Known As (AKA) field.

CONTACTS

9 All fairground contacts should be recorded in the normal FOCUS manner. NFIT is not required to use the Inspection Report Form (IRF) but inspectors remain free to do so if they wish. The prime concerns with any contact are fairground specific risks but any relevant priority topic issues should not be ignored. Work on priority topics should be carried out as the opportunity arises, eg work at heights. Topic categories must be used for recording priority topic work - both reactive and proactive work.

10 Joint visits should be recorded in the normal fashion.

11 The Sector expects inspectors to target their work to areas of significant risk. It is important that NFIT can demonstrate that it is doing this rather than simply seeking to generate numbers of contacts. The Sector would far rather a few high-risk rides or activities were targeted and dealt with effectively than large numbers of lower risk rides or activities dealt with more superficially. This is consistent with the expectations on HSE.

12 Contacts should be recorded where they meet the quality criteria in OM 2003/03, ie information of value is exchanged both from HSE to the dutyholder and from the dutyholder to HSE. This does not imply that every contact with a duty holder should be recorded.

13 Contact reports should be fit for purpose and no longer than necessary.

14 The **minimum** information to be recorded for all contacts is as follows:

- (1) Name and status of person seen (record SGGB number if appropriate);
- (2) Reason for the contact;
- (3) Any other HSE staff or others present;
- (4) Conditions found;
- (5) Issues dealt with;
- (6) Conclusions, particularly HSG175 compliance (especially in relation to ADIPS);

(7) Action taken.

Any less than this is insufficient for the purposes of NFIT and the Sector.

15 Inspectors should feel free to record additional information as appropriate.

COMPLAINTS

16 Complaints should be handled in accordance with the Complaints Handling procedure. Any contacts as a result of a complaint should be recorded in the normal manner.

INVESTIGATIONS

17 Investigations should be recorded in the normal manner. Both Investigation Core and Report should normally be completed. This information is required for both FOCUS purposes and for the compilation of the periodic reports that the Sector is required to prepare for Press Office and other parts of HSE. Inspectors should continue to alert the Sector to any significant incidents as they occur, especially those attracting media interest.

18 The Investigation Report should include:

- (1) A brief description of the circumstances;
- (2) Details of any deceased or injured persons;
- (3) Ride type (generic and any other name), include ride Guild Number;
- (4) Details of manufacturer;
- (5) How the incident is thought to have occurred (it is appreciated that this may change as an investigation proceeds);
- (6) Any underlying or ancillary causes;
- (7) Conclusions, intentions for further investigation, involvement of SG staff, HSL, etc.

19 A brief contact record should also be made.

NOTICES

20 Improvement and Prohibition Notices should be issued when inspectors judge such action to be appropriate and in accordance with the Enforcement Policy Statement. The fairground industry is no different from any other in this respect.

21 All Notices should be recorded promptly on FOCUS, both to allow Sector reports to be made to other parts of HSE and to ensure that relevant information is available for prompt transfer to the Notices database on the HSE website.

PROSECUTIONS

22 Any intention to bring a prosecution against a fairground duty holder or to make a report to the Procurator Fiscal in Scotland should be recorded on FOCUS and should be made

known to the Sector as soon as possible.

23 It is important that the FOCUS record of a prosecution is kept up to date as this allows the Sector to keep its records correct. This is particularly important when cases are approved, hearings occur, adjournments are made and when a final result is known.

24 Inspectors should make an enforcement contact entry if the work meets the criteria in OM 2003/3, paras 7 to 14 and [Appendix 1](#).

GENERAL ENFORCEMENT ISSUES

25 The Sector is pleased to provide general advice on enforcement action, risk gaps and bench marking but the final decision on any course of action rests with the NFIT inspector and their line manager.

26 Appropriate SG support should be sought in the usual manner for technical issues when enforcement action is being considered.

RATINGS

27 FOCUS ratings should only be given to fixed incumbents, ie travelling showmen must not be rated. If the standards of a travelling showman warrant prompt follow-up action, use should be made either of B/F notes or by alerting the NFIT team by e-mail or similar means. The Sector should be copied into any e-mail of this nature.

TRAVEL

28 All travel clearly associated with NFIT work should be recorded against FMU25. All travel clearly associated with parent FMU work should be recorded against the parent FMU. Where travel for any particular week or day is comprised of a mixture for NFIT and parent FMU, inspectors should allocate travel time appropriately between FMUs.

TRAINING

29 All training clearly associated with NFIT should be recorded against FMU25 in the normal manner.

LEAVE

30 Leave should be recorded against Inspectors parent FMU.

ENQUIRIES

31 Any enquiries about the content of this SIM should be addressed to CACTUS, Entertainment Section at the Glasgow Office, Tel: 521 3012.

CANCELLATION OF INSTRUCTIONS

32 SIM 5/2002/21(rev) - **cancel** and **destroy**.

Date first issued: 21 April 2004

Appendix 1
([para 5](#), [para 24](#))

DEFINITIONS TO ASSIST WITH THE COMPLETION OF FOCUS

- **CLIENT:** This is the Ride Controller, ie the person who has overall control over a particular fairground ride. They may not necessarily be the person who operates the ride at any particular time. The address of the client will be the main residence of the Controller, making use of the Client Contact Address record as appropriate (ie to record the Winter Quarters Address if this is different from the main address).
 - **LOCATION:** Sites of fixed parks and attractions should be recorded as locations. Fixed locations may also be used for regular, recurring fairs. If a contact is made at a one-off event or other location where future activity is unlikely then the appropriate MINOR TRANSIENT location should be used.
 - **INCUMBENT:** The Incumbent will be the Client at a particular Location where a contact took place. Fixed Incumbents must not be created for individual travelling showmen, Minor Transient must be used instead. **SIC:** The correct SIC for all fairgrounds work is 92330; no other SIC should be used.
 - **PARENT FMU:** The FMU to which a member of NFIT is primarily allocated.
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Appendix 2
([para 5](#))

RIDE NAMES

1 There is often confusion over the naming of fairground rides. For example, not everything that is called Miami is necessarily a Miami type ride. The NIG Guide to Fairground Rides (available in area offices) contains photographs of different ride types. Inspectors should note that this guide is now rather out of date and there are no plans at present to republish it. To assist inspectors, there is a link on the NFIT community web pages to a vocabulary of ride names, synonyms and pictures – unfortunately this is not available as a stand alone document as it is a live web site. Separate information on the NFIT community will be produced shortly.

2 The Sector has access to the National Fairgrounds Archive (NFA) database of rides. This is an extensive catalogue of virtually every non-juvenile ride in the country (and some overseas rides) and contains details of ride owners, ride histories and the correct names of rides. Work is continuing to record information on juvenile thrill type rides.

3 Access to the information in the database is via the Entertainment Section of CACTUS. Inspectors must not approach the National Fairgrounds Archive directly.

4 To aid consistency, the Sector has decided that all rides should be named in accordance with the terms used by the NFA. Copies can be obtained from the Entertainment Section and will also be placed on the NFIT community web pages.

5 Generic ride type, the name under which the ride is being exhibited and the ride's identification number should be recorded as this assists in ride tracking. All rides owned by members of SGGB have a unique Guild number.

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